

## **PCPN# FY04-12 - Purchase Card Program - SemiAnnual Review Certification Clarification**

Note: Level 3 APCs - IT IS YOUR RESPONSIBILITY TO GIVE THIS NOTICE WIDEST DISSEMINATION TO PROGRAM PARTICIPANTS TO INCLUDE APCs, AOs AND CHs IN YOUR HIERARCHY.

The DON EBUSOPSOFFINST 4200.1A requires all major claimant Level 3 APCs to submit a major claimant semi-annual report to the DON EBUSOPSOFF. In addition to the semi-annual review requirements set forth in PCPN FY03-58, the Level 3 APC's Commanding Officer/SES shall certify, in writing, that the information contained in the report has been reviewed, is accurate and complete. This is not a new requirement. In the past, the semi-annual review was sent in a naval message format, thus implying CO/SES of the claimancy sign-off/approval. Since we have requested that the semi-annual review be sent back in the format designated in the PCPN, this is clarification of this certification.

The certification from the Level 3 APCs CO/SES may be received by the DON EBUSOPSOFF in any format, provided it is in writing and contains the Commanding Officer's signature. The preferred method would be .pdf format and emailed to the DON EBUSOPSOFF. The certification letter may be mailed to DON eBusiness Operations Office, 5450 Carlisle Pike, P.O. Box 2050, Building 214, Mechanicsburg, PA 17055-0791 ATTN: Purchase Card Program Office or emailed to [purchase\\_card@navsup.navy.mil](mailto:purchase_card@navsup.navy.mil).